

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

September 22, 1999 Meeting Minutes

Prepared by Jeffrey A. Hageman

Final: November 3, 1999

Members Present

Joe Guerrero
Stephanie Hernandez
Chuck Owens
Kathy Hallett
Rita Kisse
Sue Hakim (El Monte)
Jeff Hageman (El Monte)
Judy Yee

Guests Present

Gayle Yost

The meeting was called to order at 2:10 p.m. at 2014 Capitol Ave., 1st floor, Sacramento. The meeting was teleconferenced to the GC Hass conference room at 9528 Telstar Ave. in El Monte.

APPROVAL OF MINUTES

The May 13 minutes prepared by Sue Pinto were approved. Minutes from five previous meetings still await approval.

COMMITTEE REPORTS

Equal Employment Opportunity Report (EEO) (Gayle Yost)

Gayle said there was nothing new to report. She did give a follow up report on the Sexual Harassment Prevention Training. She said the training will be given again in Sacramento and be mandatory for managers and supervisors. The date is not yet determined.

Disability Advisory Committee (DAC)

Disability Awareness Seminar

Gayle said the announcement was approved by Mike Scheible. The order will be changed so that Sacramento appears first, in the order of the dates.

Judy Yee discussed making flyers to be posted throughout ARB buildings. She will use poster board versus 11X17 inch color copies. She is including photos from previous years events on the flyers.

Stephanie Hernandez gave a description of speakers for Sacramento, and Jeff Hageman gave a similar description for speakers in El Monte. Both locations needed to confirm one more speaker. During the first week of October is when notices should be posted and PES notes distributed.

Kathy Hallett is contacting NorCal, which provides sign language interpretation for Board Meetings and Exams. Stephanie suggested contacting the organization with the same contract for El Monte.

EEOAC PROJECTS

For EEOAC on the web, Gayle commented that the content of the proposed pages was approved by Mike Scheible. There were some technical issues over frames and returns to the top of page that had to be fixed. There was discussion of posting the meeting minutes and necessary format changes. Gayle said posting should start with November minutes.

CAT articles are still being edited by Yusuf. Since Yusuf was unable to attend the meeting there were no further comments.

For the Career Decision Making Seminars, Gayle reported and gave a summary of the responses. The responses include a 1-10 rating system, with 1 being the worst and 10 being the best rating. For El Monte most of the ratings were above a 7. For Sacramento she said there were:

7	4 of this rating
8	1 of this rating
9	3 of this rating
10	8 of this rating.

As far as written comments on the response sheets, business etiquette was the most requested subject for a future seminar. A resume writing seminar was requested as well.

Overall the Career Decision Making Seminars were very well received in both locations.

PROPOSED YEAR 2000 PROJECTS

Revise the EEOAC Handbook

Business Etiquette as a Career Decision Making Seminar. Suggestions for this included the proper interaction and respect for customs of foreign visitors. This would include suggestions of having a list of all ARB employees that speak foreign languages or have lived outside the U.S.

NEXT MEETING

The next meeting was scheduled for November 3rd from 2:00 to 3:00 p.m. This will be the last meeting of the year and would be a good time to approve any open minutes.

The meeting was adjourned at approximately 3:30 p.m.